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BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARAGHUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Kildare and Wicklow ETB Training Services, Adult Basic Education and Youthreach are co-funded by the Government of Ireland and the European Union.



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KILDARE FETC ABE/ESOL & BTEI Student Code of Conduct

The following Code of Behaviour has been drawn up in accordance with statutory requirements and the policies of Kildare and Wicklow Education & Training Board. This policy is also supported by our Behaviour Policy and other such related policies; copies of which are available from **KILDARE FETC** website.

Our Code of Behaviour in **KILDARE FETC** is designed to create an atmosphere in which all students are offered an equal opportunity to learn to the best of their ability and to attain their full potential.

Our code is intended to support students to have a positive learning experience while studying at **KILDARE FETC** on our ABE & BTEI Programmes. **KILDARE FETC** expect that students who enrol in the respective programmes give a commitment to behave in an appropriate manner. Therefore, all stakeholders expect:

1. RESPECT AND CONSIDERATION

- That you show respect, courtesy and tolerance towards all staff members, fellow students and visitors to the centre.
- That you acknowledge the authority of the staff of the centre, both academic and support staff, in the performance of their duties
- That you approach your academic endeavours with honesty and integrity
- That you comply with the academic programme requirements such as class attendance and assessment requirements
- That you comply with **KILDARE FETC** requirements such a payment of fees, use of computer networks and systems and examination regulations
- That you will avoid providing false or misleading information to or withholding relevant information from any party regarding academic achievements

- That you will behave in a manner that enables and encourages participation in the educational activities of the centre and its programmes and does not disrupt the functioning of the centre or programmes
- Maintain the good name of **KILDARE FETC** and **KWETB** by representing it in a way that promotes our service.
- That physical or verbal disrespect towards others in the centre community is not acceptable or tolerated.
- That you respect all centre/personal and other people's property. That any form of bullying is not tolerated.

ATTENDANCE AND PUNCTUALITY

- No learner will be permitted to a class if they are ten minutes late. Punctuality is expected.
- Students are encouraged to notify the tutor/centre in advance if they cannot make a class.
- Any student that misses three classes in a row or who's attendance falls below the required minimum of 80% will be contacted by the centre staff to ascertain the reason.
- Attendance will be recorded on a register for each class.
- Should an ABE/ESOL or BTEI student not attend the centre for 3 weeks in a row without a valid reason they will be terminated from the course.

EQUIPMENT

- That you respect the centre policy on mobile phones, other digital devices and internet usage.
- That you have the required materials for each class.

Centre PROPERTY AND ENVIRONMENT

- That you are respectful, tidy and careful with centre property and equipment.
- That you report, immediately, any damage to the tutor in charge or the programme coordinator.
- Eating in classrooms is strictly forbidden, students are permitted water in the classroom
- Cups of Tea and Coffee are not to be removed from the canteen.

- No food or drinks are permitted in the computer rooms or throughout the building.
- That all laptops loaned to you through the Laptop Loan Scheme are returned in a condition deemed satisfactory by the centre staff/tutor.
- Smoking is not permitted anywhere in the building. There is a smoking area outside of the building.
- In the event of a fire alarm sounding, we ask you to stay with your tutor who will bring you to the fire assembly point outside the building and take a roll call. Please see the Evacuation Maps on the doors of each room.
- CCTV is in operation in the centre. The **KILDARE FETC** policy is available on request from the Centre Management Team
- •Recording of video and the taking of pictures on mobile phones or any other device is not permitted without the coordinators and the tutor's permission
- The canteen is available for use throughout the day. Learners are responsible for the upkeep of these areas. We encourage students to make every effort to keep the canteen and classroom areas clean and tidy. Please put your dishes in the dish washer and your rubbish in the bins provided.

Teaching & Learning

- Adult education emphasises the voluntary nature of the learning taking place. Learning occurs in an equal and democratic environment where each person has something to share and something to gain from participation and class discussion with others.
- That you are expected to participate in class, listen to the teacher and other students; Everyone's opinion is valid.
- That as a student of the **KILDARE FETC** you accept that the centre is a place of teaching & learning; Cooperate with class activities.
- That you adhere to all policies on assessment and quality assurance.
- If you are absent from class, you are responsible for ensuring that you follow up on what was missed and will complete work as set for classes missed.
- As a matter of professional courtesy during regular classes, learners are requested to keep their phones on silent and only take urgent phone calls outside of the classroom.

. Requirement: Students are encouraged to take full responsibility for their own learning and use all IT resources available to them both in the centre and at home to support their learning.

Response: Any issues with IT should be reported to your teacher

CONDUCT

- That you act in a proper manner in the centre, and when you are representing with the centre/KWETB on work placement or any other forums.
- That you do not bring alcohol or illicit drugs of any kind in to the centre
- That you do not possess offensive or dangerous items, unsuitable or inappropriate printed matter or publications.
- That mobile phones must be switched to silent while in class; As a matter of professional courtesy during regular classes students are requested to keep their phones on silent and only take urgent phone calls outside of the classroom

I agree to adhere to the **KILDARE FETC** code of conduct as outlined above, I understand that failure to adhere will result in sanction.

Signed: _____

Student: _____

Date: _____